



Washington State
House of Representatives
[Exempt Recruitment Announcement](#)

House Counsel
(Nonpartisan)

LOCATION: Olympia, Washington

SALARY: **DEPENDENT ON QUALIFICATIONS, BENEFITS ELIGIBLE**

CLOSING DATE: **This position is open until filled.**

HOUSE OF REPRESENTATIVES PROFILE

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, state revenue, and state spending. In addition to elected members, the House also employs approximately 250 full-time year-round staff, and 130 temporary session staff and interns.

The House Counsel provides guidance to the Chief Clerk of the House of Representatives, House members, and House staff on employment law, ethics, public disclosure, the regulation of workplace culture and behavior, and compliance with applicable state and federal statutes.

PRIMARY DUTIES

- Advises the Chief Clerk, members, and staff on state ethics act requirements.
- Advises the Chief Clerk, members, and staff regarding public records retention and disclosure requirements. Serves as designated public records officer and manages responses to public records requests.
- Serves as liaison to the Legislative Ethics Board and to individual House members in their interactions with the Board.
- Designs and implements training plans on ethics and employment standards for members and staff.
- Advises the Chief Clerk and coordinates processes and communication with members,

staff, private counsel, and the Attorney General, as appropriate, with regard to lawsuits and claims against the House of Representatives.

- Coordinates with the Attorney General and Senate on responses to discovery and related requests on behalf of the House of Representatives and its members.
- Reviews and drafts a variety of legal documents, including contracts for goods and services and district office leases.
- Advises the Chief Clerk and participates in the development and implementation of House administrative and employment policies. Maintains and updates the House Personnel Policy & Procedures Manual.
- Serves as designated first contact for all issues regarding harassment and/or discrimination with respect to House employees. Conducts investigations when necessary.
- Provides oversight and policy guidance to all House workgroups in employment law, including House processes involving hiring, discipline, termination, regulation of workplace culture and behavior, and compliance with applicable state and federal statutes.
- Other duties as may be required.

QUALIFICATIONS & ABILITIES

- Excellent organizational skills, including the ability to prioritize, coordinate and simultaneously manage multiple projects with a high level of quality.
- Ability to maintain confidentiality and build trust across organizational boundaries.
- Ability to work within a team environment to collaborate and interface with the executive level of the organization.
- Strong analytical and effective communication skills, including the ability to communicate verbally and in writing with employees at all levels of the organization.
- Significant experience working in or with the Washington State Legislature or other highly comparable environment is highly desirable.

EDUCATION

A law degree and admission to the Washington State Bar is required, along with demonstrated professional legal experience. Human resources expertise, either in the form of job experience or an advanced degree is highly desired.

SALARY AND BENEFITS

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

HOW TO APPLY

Interested applicants should submit: 1) a letter of interest; 2) a resume; 3) a legal writing sample; and 4) a list of at least three professional references, including one supervisor.

This position is open until filled. Applicants are encouraged to submit materials as soon as possible, as screening will begin immediately.

Send application materials and direct any questions to:

Chief Clerk
Washington State House of Representatives
PO Box 40600
Olympia WA 98504
Chief.Clerk@leg.wa.gov

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.

The Washington State House of Representatives is an equal opportunity employer. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.